



2010

ASTD Forum Confidentiality Agreement

The ASTD Forum provides a venue for organizations to connect, collaborate, and share their training, learning, and performance improvement processes, practices, and services. The ASTD Forum is comprised of companies and public sector organizations based in many countries. Using both virtual and on-site venues, members share processes, information, and seek best practices to improve the effectiveness of their respective organizations.

A guiding principle of the ASTD Forum is building relationships that promote the open and equal exchange of information regarding the learning departments(s) of members. To ensure the professionalism and effectiveness of the ASTD Forum, members agree to abide by the following ethical principles:

Purpose of the ASTD Forum

The ASTD Forum is a venue for connecting, collaborating, and sharing, including cooperative benchmarking and strategic networking. At no time will the ASTD Forum, including its data, meetings, membership directories, or other resources, be used for the purpose of marketing products or services of one member organization or their guests to other members of the Forum.

Confidentiality

All member specific information discussed at ASTD Forum meetings, to include discussions in virtual spaces, is considered strictly confidential, and may not be communicated outside the ASTD Forum without the prior consent of the members that provided the information.

Information Exchange and Commitment

- All ASTD Forum members are willing to share the same type and level of information. In the event that an ASTD staff member is invited to participate in an ASTD Forum learning session, staff will agree to protect the confidentiality of member-specific and all other ASTD Forum information shared. The Forum reserves the right to regulate access to Forum information based on willingness, effort and ability to maintain confidentiality.
- While the names of the ASTD Forum's member organizations are public information, the names and contact information of representatives are strictly confidential. Names, titles, addresses, and telephone numbers of representatives cannot be shared with anyone without the prior consent of the individual.

Forum members agree to participate as contributors and in accordance with these guidelines, to abide by these confidentiality principles. Additionally, if a member uses generic information in a professional format, they will attribute the information to the "ASTD Forum."

Name:

Organization:

Title:

Signature: _____

Date: _____